

New Board Member Checklist

Name on driver's license: _____

Board: _____

Date of birth _____

Contact information

Work Address

Company: _____

Street: _____

City: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Home Address

Street: _____

City: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Which address do you prefer for

Board mailings

☐ Home

☐ Work

Board pay & travel reimbursement

☐ Home

☐ Work

Staff Use Only

☐ HR Forms Completed

☐ Travel Desk Forms Completed

☐ Payroll Forms Completed

☐ Scan Card ordered

Position number: _____ Replacing _____

Attached: Appointment letter Reappointment letter

Comments: _____

For Staff Use Only

Date Appointed:_____Term Expiration Date_____

- ☐ EAR/PAR Completed
 - ☐ W-4 Completed
 - ☐ Emergency Information Completed
 - ☐ EFT – Forms Sent
 - ☐ Copy of Appointment Letter
 - ☐ Update Website
 - ☐ Update Board Roster
 - ☐ Announcement to Board/listserve
 - ☐ TEMS Form
 - ☐ Name Plate Ordered
 - ☐ Business Cards Ordered
 - ☐ Scan Card Ordered – if needed
 - ☐ Schedule Orientation
 - ☐ Notify Professional Association
 - ☐ Complete set of the following to HR
 - EAR/PAR with position number and board member they are replacing.
 - Put their DOB in the comments section of the EAR**

EAR/PAR with position number and board member they are replacing.

Put their DOB in the comments section of the EAR

Appointment letter

Application

W4

Emergency Contact Form

Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.